



# CITY OF SAN ANTONIO

## DEVELOPMENT SERVICES DEPARTMENT

TO: All Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN 125**  
Partial and Conditional Building Permits

DATE: September 8, 2006

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As a customer service initiative, the City of San Antonio (COSA) Development Services Department (DSD) has developed formal procedures for requesting Partial and Conditional Building Permits in order to allow construction to proceed at the owner's risk prior to obtaining full approval of the submitted plans.

### Partial Permits

Partial permits are permits for portions of the project which have received partial plan approval and are issued before the full project is approved. The applicant will receive approved plans for the partial work being performed under a new building permit number. Typically, a partial permit may include one or more of the following:

- Site Grading and/or Utilities
- Foundation or Basement Excavation
- Building Footing and Foundation
- Structural Superstructure
- Building Shell

In order to obtain a partial building permit, the owner or the owner's representative shall submit a **Partial Building Permit Request Form** to the Development & Business Service Center @ 1901 S. Alamo, San Antonio, Texas 78204, Attention: Development Services Engineer – Building Plans Review. The form shall be filled out completely and signed by both the applicant and owner. COSA DSD will typically review the request and respond in writing to the applicant within three (3) business days.

If a Partial Building Permit Request is approved, COSA DSD will issue a new building permit number for the partial work. The applicant will be required to bring in two (2) additional sets of building permit plans for issuance of the requested partial building permit. The additional sets of building permit plans are required to include all applicable plans associated with the partial permit requested and are to be identical to those already submitted to the City for review. One copy of these plans covering the partial work to be performed will be issued to the customer marked as Partial Building Permit. Permit fees for this portion of the project will have to be paid by the customer in order to obtain the Partial Building Permit. Typically, this will reduce the fees of the original building permit.

### Conditional Permits

Conditional permits are building permits issued to allow full construction to proceed with the stipulation that certain conditions will be met prior to a certain event or date (i.e., rezoning and/or platting; resolution of outstanding plan review denial, special inspections, etc.).

In most cases, when a Conditional Permit is approved, both copies of plans submitted to the DSD shall remain with the City until a full building permit is issued. The design and construction teams will work in the field with non-City approved plans until the City approved plans are released with the full building permit. If the request is approved, the applicant will be required to pay a \$200 conditional building permit approval at time the Conditional Permit is issued.

If, based upon the circumstances of the conditional permit, the DSD Engineer may determine that a set of plans may be released to the customer. In this case, the customer will have to pay all permit fees plus the \$200 Conditional Permit fee at time the Conditional Permit is issued.

In order to obtain a conditional building permit, the owner or owner's representative shall submit a **Conditional Building Permit Request Form** to the Development & Business Service Center @ 1901 S. Alamo, San Antonio, Texas 78204, Attention: Development Services Engineer – Building Plans Review. The form shall be filled out completely and signed by both the applicant and owner. COSA DSD will typically review the request and respond in writing to the applicant within three (3) business days.

Note: Partial and Conditional Building Permits shall not be issued until all applicable DSD plan review disciplines have completed an initial review of the submitted plans. Also, a Conditional Building Permit will not be issued if the outstanding plan review denial comments include any critical and/or life safety design parameters (e.g., the location of the building on-site, deficient type of construction, insufficient fire department vehicle access or fire flow, etc.).

We hope this process will assist our customers with their construction process. If you have any questions about this new permit or about the procedures to follow, please call the DSD Plans Review at 210-207-8394.

Attachments: Partial Building Permit Request Form  
Conditional Building Permit Request Form



# CITY OF SAN ANTONIO

## DEVELOPMENT SERVICES DEPARTMENT

### PARTIAL BUILDING PERMIT REQUEST FORM

<b>A. PROJECT:</b> (Please complete all of the following information. Please print.)				
A/P #:				
Project Name:				
Project Address:		Building:		Space:
Partial Permit Requested:	? Site Grading	? Site Utilities	? Foundation/ Basement Excavation	
(Check all that you request)	? Foundation	? Structural Superstructure	? Building Shell	
Valuation of work associated with this Partial Building Permit Request			\$	

#### STATEMENT OF UNDERSTANDING

The undersigned requests that a **Partial Building Permit** be granted for the above referenced project for the scope of work described above in order for construction to proceed prior to the issuance of the full building permit. It is understood by all parties that issuance of a Partial Building Permit is completely at the applicant's and owner's risk and provides no assurance that either a full building permit or a Certificate of Occupancy will be issued by DSD. The undersigned also agrees to each of the following conditions:

- Any work that is found to not comply with the final approved plans shall be corrected by the design/ construction team.
- If this request is approved, the customer shall submit two (2) additional sets of building permit plans that are identical copies of the plans already submitted to the City for review under the original building permit application.
- The undersigned shall proceed with the full building permit plans review resubmittal and denial comment resolution process as soon as possible.
- The design and construction teams shall abide by any special terms of acceptance noted in Section C.

<b>B. APPLICANT:</b>			
Applicant's Name:		Co. Name:	
Applicant's Signature:		Date:	
Telephone #:		Fax#:	
Email address:			
<b>C. OWNER:</b>			
Owner's Name:		Co. Name:	
Owner's Signature:		Date:	

<b>C. DSD OFFICAL ACTION:</b>	<b>? APPROVED</b>	<b>? DENIED</b>
Signature:	Date:	
Printed Name:	Title:	
Comments:		



# CITY OF SAN ANTONIO

## DEVELOPMENT SERVICES DEPARTMENT

### CONDITIONAL BUILDING PERMIT REQUEST FORM

<b>A. PROJECT:</b> (Please complete all of the following information. Please print.)				
A/P #:				
Project Name:				
Project Address:		Building:		Space:
Description of Work:				

#### STATEMENT OF UNDERSTANDING

The undersigned requests that a **Conditional Building Permit** be granted for the above referenced project for the scope of work described above in order for construction to proceed prior to the issuance of the full building permit. It is understood by all parties that issuance of a conditional building permit is completely at the applicant's and owner's risk and provides no assurance that either a full building permit or a Certificate of Occupancy will be issued by DSD. The undersigned also agrees to each of the following conditions:

- Any work that is found to not comply with the final approved plans shall be corrected by the design/ construction team.
- The undersigned shall proceed with the plans review resubmittal and denial comment resolution process as soon as possible.
- If this request is approved, all outstanding plan review denial comments shall be resolved to the satisfaction of the DSD by the Conditional Building Permit expiration date noted in Section C below.
- In event that final approval for the project cannot be obtained, the owner will be responsible to return the site to the conditions prior to commencement of construction.
- The design and construction teams shall abide by any special terms of acceptance noted in Section C.

<b>B. APPLICANT:</b>			
Applicant's Name:		Co. Name:	
Applicant's Position:		Co. Address:	
Applicant's Signature:		Date:	
Telephone #:		Fax#:	
Email address:			
<b>C. OWNER:</b>			
Owner's Name:		Co. Name:	
Owner's Signature:		Date:	

<b>C. DSD OFFICAL ACTION:</b>	<b>? APPROVED</b>	<b>? DENIED</b>	<b>EXPIRATION DATE:</b>
Plans to be released to customer?	? Yes	? No	
Signature:	Date:		
Printed Name:	Title:		
Comments:			